



## ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE  
SUPERINTENDENT OF DOCUMENTS  
LIBRARY PROGRAMS SERVICE



VOL. 4, NO. 11

AUGUST 1983

### RECENT MAP SURVEYS

We have received a number of calls from librarians concerning the map surveys, nos. 83-11 and 83-12. One frequent question has been on the proper use of the library numbers on the response form. The library preparing the response should place their depository number on the line on the upper left hand corner on the response sheet. When an address is specified for the shipment of the maps, that library's depository number, if it is a GPO depository, should be written in the box in the upper right hand corner. Please note that this number will be different only in those cases where a depository is designating another library or location to receive the map shipments.

We have also become aware of a rather meaningful typographical error in Survey 83-21, which could affect a library's planning to house the USGS topographic map series. On page 4, the TQ series, items 0619-M-01 to 53, is estimated to amount to 2,900 to 3,100 maps yearly overall. This should be somewhat easier to store and process than the 29,900 printed in the survey. We apologize for this error, but LPS will not be held responsible for cardiac arrest among map librarians.

### MICROFICHE NEWS

Library Programs Service has been experiencing delays in microfiche production due to a slowdown by our multiple-award contractors in accepting high volumes of new documents. Certification of two additional contractors on our priority material contract has brought production to the Congressional material back on schedule.

Although a noticeable increase in production on our standard microfiche contract has been realized, we are making every effort to obtain an additional contractor in order to absorb the excess work.

Guidelines for microfiche conversion (SOD 13) are presently in the final stages of revision and will be fully implemented no later than the end of August.

## SERIALS/PERIODICALS UPDATE

A 88.12/31:(date) Fresh fruit and vegetable unload. Item 19-A (microfiche). Designated FVUS. Title changed to: Fresh fruit and vegetable arrivals in Eastern cities by commodities, states, and months. Designated FVAS. Title change effective with calendar year 1982, FVAS-1.

E 1.96:(nos.) Los Alamos science. Item 429-A-12. The vol. number has been dropped from the publication; the number will now be used for classification. The cover, not the t.p., of the Winter/Spring 1983 issue is correct.

HE 20.7311/2:(date) Immunization abstracts & bibliography. Item 494-K-5. Last issue July 1981. Title changed to: Immunization (OCLC 9627323) with Apr. 1983.

J 26.1:(date) Annual LEAA report. Item 717-C. LEAA has been defunct since 1980. Replaced by: The Annual report of the Justice System Improvement Act agencies with 1980 and classed: J 1.87:(date). Item 717-B-13 (microfiche).

LC 3.6/6:(v.nos.&nos.) Catalog of copyright entries, fourth series. Items 791, 793-795, 797, 798, 800. Latest volumes issued covered 1978. 1979 is in preparation and will be issued in microfiche. Due to lack of funds, future issues will also be delayed.

P 1.26/2:(nos.) USPS stamp poster. Item 838-D-1. Absorbed by: Postal bulletin in 1981 which is classed: P 1.3:(nos.). Item 837-C.

PrEx 2.24/13:(date) Federal procurement data system, standard report. Item 854-C-1 (microfiche). Quarterly. Combines all of the Federal procurement data system reports entitled Special analysis (number) and classed: PrEx 2.24/2: ; PrEx 2.24/3: ; PrEx 2.24/8: all os which had the item no. 854-C-1.

DISCONTINUED TITLES

PM 1.12:(nos.) Federal news clip sheet. Item 293-B. Discontinued sometime in 1981.

PM 1.19/2:(date) Interagency training calendar of courses. Item 291-D. Discontinued sometime in 1981.

PM 1.32:(v.nos.&nos.) In brief. Item 295-B. Discontinued with v. 2, no 3 (July 1981).

PM 1.39:(date) Index of federal labor relations cases. Item 293-D-1. Discontinued with July 1, 1982.

Y 3.C 76/3:7-3/(v.nos.&nos.) NEISS data highlights. Item 475-T. Discontinued with July-Sept. 1982.

Y 3.Eq 2:15/(v.nos.&nos.) Mission. Item 1059-A-1 (microfiche). Discontinued with v. 10, no. 3 (1982). (Exact frequency 1980-82 is unknown.)

Y 3.M 69/2:3/(v.nos.&nos.) MRBC basin bulletin. Discontinued sometime in 1981.

## AGENCY INFORMATION

The following commissions and advisory groups (except one) are listed in the List of Classes. They have been terminated (except one) by Executive Orders. The information was located in the U.S. Government Manual 1982-83 (Appendix A) and by calling the General Services Administration's Commission Management Secretariat.

Y 3.Ad 9/7: Reports and Publications. 1049-E Advisory Commission on Information.  
(abolished 1978)

Y 3.C 82: Reports and Publications 1063-D-1 Cost Accounting Standards Board.  
(terminated due to lack of funding)

Y 3.Ec 7/2.1: Annual report 857-H-16 National Advisory Council on Economic Opportunity.  
(terminated 9/81 with CSA programs)

Y 3.Ed 8/2:2 General Publications 1062-A-1 National Advisory Council on the Education of Disadvantaged Children (abolished 10/82)

Y 3.Ex 8: Reports and Publications 1062-B National Advisory Council on Extension and Continuing Education changed names to National Advisory Council on Continuing Education.

Y 3.G 79/3: Reports and Publications 1063-G Great Lakes Basin Commission.  
(terminated 9/81)

Y 3.In 8/21: Reports and Publications 1067-I Interdepartmental Committee on Status of Women.  
(terminated 1978)

Y 3.M 69: Reports and Publications 607 Missouri Basin Inter-agency Committee.  
(terminated 9/81)

Y 3.M 69/2: Not in List of Classes Missouri River Basin Commission.  
(terminated 9/81)

Y 3.P 19: Reports and Publications 1072-B Federal Paperwork Commission.  
(abolished 1/78)

Y 3.R 11/2:2 General Publications 1070-R-1 United States Radiations Policy Council.  
(abolished)

Y 3.T 67: Reports and Publications 1081-A-1 East-West Foreign Trade Board.  
(abolished)

## DEFINITIONS TO BE USED FOR THE 1983 BIENNIAL SURVEY

The staff at the Library Division appreciates the many helpful comments and suggestions received about the collection of data for the 1983 Biennial Report. Here are some general comments and definitions which should clarify most of the problems.

### Sampling schedule

The sampling schedule for use and circulation statistics should reflect one week's use of the collection. As in many libraries collecting circulation statistics, the sampling days are spread out over a 5-week period. If your depository has Saturday and Sunday hours, add the weekend hours into Friday's statistics as we are trying to collect data for one week's use.

### Federal documents

The survey is only to reflect the use of Federal Government documents, not state, local, or international documents.

### Number of users in the documents department

Only libraries with separate documents departments need to answer this question. As library users come into the department or call, count them.

### Database reference searches

Count searches on databases such as OCLC or Biological Abstracts when the results yield document titles. Do not include OCLC searches when a cataloger is cataloging a document.

### Referrals

The term referral pertains to referral to other libraries, state agencies, bookstores, and other institutions outside the library. Having other staff members help answer reference questions doesn't constitute a referral.

### Items not available for use for which the staff searches stacks and other locations

Count only items that are included in the library's holdings but are missing, at the bindery, or circulating. Do not include items the library does not own.

### Receipts

Exclude the line in which we requested a count of the Number of Bills and Legislative Documents (Classes X and Y). GPO is able to track this information and it was included under the receipts category in error. Receipts are counted excluding legislative documents so that the number of items received can be correlated with items cataloged or shelflisted. (A definition of cataloging is included later in this article.) With regard to the number of microfiche, count titles, not pieces, and do not count legislative microfiche or print titles. You should be able to get your counts from shipping lists.

BIENNIAL REPORT DEFINITIONS continued

Acquisitions

Number of claims refers to claims submitted to the Library Programs Service.

With regard to items purchased from GPO Sales, count each subscription as one item and count items ordered, not items ordered and received.

Do not count superseded items as a part of the number of items disposed of. Do count items that were included in discard lists not selected by other libraries and approved for discarding.

Record Maintenance

For print pieces and microfiche cataloging statistics, include items for which a cataloged entry is included in a public catalog. A cataloged item will usually have more than one entry. If a series or serial title has previously been included in the public catalog, you may include that issue in the cataloging statistics.

When counting microfiche shelflisted or cataloged, count titles, not individual fiche.

Staffing

Include the number of hours non-documents librarians and support staff work with documents. (Ex., hours spent by catalogers and shelveers)

Include student aide time with clerical and support staff.

Equipment

Equipment refers to equipment accessible to documents staff and users.

If there are several OCLC terminals in the library, count OCLC only once.

Directional Questions

Questions that can be answered without using any reference sources other than schedules of staff, floor plans, handbooks or policy statements. Examples of this type of question include giving directions for locating departments within the library, current periodicals, etc.

[Reprinted from Administrative Notes, Volume 4, Number 7]

THIS IS A WORKFORM FOR COLLECTING DATA. MAKE FIVE COPIES OF THIS FORM TO USE FOR THE 5 DAYS OF THE SURVEY.

No. of Library patrons in the documents dept. (For separate documents departments only)

ALL DEPOSITORYES: ALL QUESTIONS RELATE TO DOCUMENTS

No. of directional questions

No. of reference/research questions

No. of database reference searches

No. of referrals

No. of items not available for use for which library staff searches stacks and other locations

No. of interlibrary loan requests sent out

No. of interlibrary loan requests filled

No. of hours spent on tours, bibliographic instruction, presentations, publications, exhibits or other publicity for documents

The following information for the Biennial Report does not require sampling.  
You will need to collect the following information during September.

RECEIPTS (Regionals and full depositories do not need to collect this information.)

Number of depository print pieces (Excluding legislative documents, Classes X and Y)

Number of microfiche titles (Excluding classes X and Y)

Number of maps

ACQUISITIONS (All depositories)

Number of claims submitted to Library Programs Service

Number of titles purchased from GPO Sales

Number of titles offered on exchange lists

Number of titles sent to other libraries from exchange lists

Number of titles disposed of

RECORD MAINTENANCE

Number of print pieces cataloged (Excluding legislative documents)

Number of print pieces included in a shelflist, serial check-in or other locater file (Excluding legislative documents)

Number of print pieces for which no record is kept (Excluding legislative documents)

Number of microfiche titles cataloged (Excluding legislative documents)

Number of microfiche titles included in a shelflist, serial checkin or other locater file (Excluding legislative documents)

Number of microfiche titles for which no record is kept (Excluding legislative documents)

STAFFING This pertains to staff working with Federal documents only)

Number of professional staff (FTE)

Number of clerical, support staff and student aides (FTE)

Number of volunteers (FTE)

[Other pages of Biennial Report Statistical Collection materials printed on pages 4 and 6 of the June 1983 Admin Notes, vol.4, no.7, remain unchanged.]

EQUIPMENT

Seating capacity for users of documents

Number of microfiche readers

Number of microfiche reader/printers

Number of computer terminals available to users and staff

Number of copiers staffed and unstaffed provided on library premises for user

Fiche-to-Fiche Duplicator capability

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REPRINT PUBLICATIONS IN PRF

The reprint of a title previously distributed to depository libraries and listed on the Publications Reference File (PRF) cannot be distributed. Sending the reprint is considered the same as sending 2 copies of a document; and GPO is restricted by Title 44 U.S.C., Section 1903 from distributing more than one copy of a publication to depository libraries. However, the revised edition of a publication will be distributed to depositories and is considered as a new publication.

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RUBBER BANDS AND MICROFICHE

The Library Programs Service has heard concern expressed in regard to the shipment of microfiche with rubber bands around the paper envelopes. It is necessary for us to ship the fiche in this way to prevent separation of the fiche in transit. Don't hesitate to remove the rubber bands and recycle them once you have received the fiche.

Occasionally, a rubber band may leave a residue on the surface of the fiche which can be rubbed off with tissue from the diazo film used by LPS. Bear in mind that rubber should not come in contact with, or be stored near, silver halide microfiche or film which some libraries may have from commercial purchase.